APPENDIX 1:

SCREEN/REPORT FIELD DESCRIPTIONS

FIELD TITLE	DESCRIPTION
Accepted Authorization Amount	Shows the total dollar amount of increase and decrease authorization transactions submitted in the batch, which were accepted and are awaiting certification.
Accepted CNT	Shows the number of increase and decrease authorization transactions submitted in the batch, which were accepted and are awaiting certification.
Account Description	This required free form entry field with a 30-character alphanumeric maximum describes the account.
Account Detail ID	A 30 character field that may be used to further define the use of funds in a Control Account. This field may not contain leading spaces. Each Control Account may have up to 300 account details.
Account ID	The level at which a Federal Agency controls the flow of funds. This control may be **at** program level, **below** program level, or **above** program level. This up-to-20-character alphanumeric account identifier is assigned by the Federal Agency.
Account Status Indicator	This 1-character alpha field indicates if the account is open (O), suspended (S), or closed (C). This field defaults to O if left blank.
Action	This required 1-character alpha field, is used to designate the desired screen activity. The available actions are displayed, and the available actions vary for the different functions within ASAP. In this field, the user has the option to: Add (A), Change (C), Delete (D), Inquiry (I), Post (P), Validate (V), Refresh (R), Jump (J), Escape (E), Cancel or Certify All (A).
Adjustment Reason	An optional description of the adjustment entered by the user of up- to-3 lines of 50 characters each, used to identify the reason for a Book Entry Adjustment.
Adjustment Reference Number	An optional identifier from 1 to 15 characters which may be assigned to a book entry adjustment.
Agency Location Code	This required 8-digit numeric field is the Agency Location Code of the Federal Agency.

FIELD TITLE	DESCRIPTION
Agency Reference Number	This optional free-form 15-character alphanumeric field may be entered at either the Authorization Entry Prompt or Authorization Entry screen. The Agency Reference Number may be entered to annotate each page of authorization transactions as they are entered in to ASAP.
All	May be used on the Certify On-Line Authorization Prompt to indicate that the user would like to view all authorizations entered on-line that are awaiting certification.
Allow Book Entry Adjustment Indicator	May be used by the Federal Agency to indicate whether the account may have Book Entry Adjustments made against it. Defaults to Y.
Amount Requested	The amount of funds needed for each desired Account ID displayed. This required field may not exceed $999,999,999.99 for Fedwire payments, $99,999,999.99 for ACH payments.
ASAP 1031 Indicator	Used by the Federal Agency to specify whether payment requests against the account may be initiated by 1031 wire message by an authorized financial institution.
ASAP ID	A 7 to 10 position number used to identify an organization in ASAP. For Federal Agencies, this is the 8-digit ALC or the 10-digit ALC/Region. For Payment Requestors, this is the 7-digit Requestor ID. For Recipient Organizations, this is the 7-digit Recipient ID. The ASAP ID is required at initial sign-on at the ASAP Main Menu.
ASAP Sequence Number	A system-generated sequence number assigned to payment requests and book entry adjustments.
Authorization Amount	The dollar amount of the authorization for each desired account. This amount is not to exceed $99,999,999,999.99.
Authorization Date From and To	Entered on the Certify On-Line Authorization Prompt to specify that the user would like to view authorizations entered on-line during the specified period of time.
Authorization Sequence Number	This system-generated field is a unique identifier, assigned by ASAP to each page of authorization transactions upon posting. It identifies the date of entry, the terminal of entry, the session number, and the time of posting.

FIELD TITLE	DESCRIPTION

Available Balance

This system-generated field contains the Available Balance, which is the net of all activity against the account. It includes the Cumulative Authorized Amount, plus returned payments, plus book entry credits, minus approved payment requests, minus book entry debits.

Begin Date

May be used by the Federal Agency to indicate on the Account Profile the date on which the grant period starts.

Budget Period End Date

Allows the Federal Agencies to record at their discretion the date up to which expenses related to this program may be incurred by the Recipient. This field is for information only; the date specified here has no effect on whether or not payment requests against an account in ASAP are approved by the system.

Cash on Hand

This optional field allows the user to indicate the amount of Federal Agency funds that the Requestor has in its bank account. This amount is not to exceed $999,999,999.99.

Certified Authorization Amt

Total dollar amount of increase and decrease authorization transactions that were certified and will update the available balances of the affected ASAP accounts.

Certified CNT

Number of increase and decrease authorization transactions that were certified.

CFDA Number

There is a 5-digit CFDA number for many Federal grant programs. There is a table of valid CFDA numbers stored in the ASAP system, and the CFDA number may be part of the account profile created by the Federal Agency.

CMIA Indicator

May be used by the Federal Agency to specify on the Account Profile whether the ASAP Account (**Y**) **is** or (**N**) **is not** covered by the Cash Management Improvement Act (CMIA).

Control Account Indicator

May be used by the Federal Agency to specify whether Account Details will be added to an account. If this indicator is set at Y, the ASAP 1031 indicator may not be set at Y. Defaults to N if not specified.

FIELD TITLE   **DESCRIPTION**

Create Date   This field indicates the date on which the account was created by
                           the Federal Agency.

Cumulative Authorized   This is the net of all authorization activity for this account.
Amount   It equals increase authorizations, minus decrease authorizations. This
                           field is system generated.

Days on Review   This field on the Review Payment Request List indicates the number of
                           days the payment request has been awaiting agency review.

Decrease Avail Bal   The amount of money moved **out** of an ASAP Account by a
By Amount   Book Entry Adjustment transaction.

Del Method   The Delivery Method field (abbreviated "DEL METH") on the Review
                           Payment Request List screen indicates the type of delivery (A for ACH
                           or F for Fedwire) requested for the payment.

DUNS   A DUNS number is a universal identifier assigned by Dunn and
                           Bradstreet to uniquely identify organizations involved with electronic
                           commerce.

Effective Date   This field contains the date that the authorization will be effective. This
                           field is in the standard date format (MM/DD/CCYY). The Effective
                           Date may be the current date, any previous date, or a date up to 1 year
                           and 1 day in the future.

End Date   May be used by the Federal Agency to indicate in the Account Profile
                           the date on which the grant period ends. When an End Date is entered
                           on an Account Profile, the End Date must be greater than or equal to
                           the current system cycle date. If an End Date is indicated on an
                           Account Profile, the Account Status automatically changes to
                           Suspended on the day following the End Date, and no payment
                           requests may be made against that account **after** the End Date.
                           However, the system allows payment requests to be made up to and
                           including the End Date for settlement on the End Date or on a future
                           date.

File ID   The File ID consists of the FILE NUMBER and CYCLE DATE.
                           Users may specify a File ID in order to view a specific batch file of
                           authorizations that is awaiting certification, rather than specifying a File
                           Transmission Date range on the Certify Batch Authorization Prompt
                           screen.

FIELD TITLE	DESCRIPTION
File Transmission Date and To	By entering a date range in the File Transmission Date From and From To fields on the Certify Batch Authorization Prompt, you will bring up a list of batch authorizations transmitted to ASAP during the time period specified that are awaiting certification.
Frequency	May be used by the Federal Agency to set the time frames for a maximum draw amount. The time frames can be set at daily, monthly, quarterly, and/or total frequencies.
Group ID	This optional field entered on the Account Profile by the Federal Agency contains the group identifier that links two or more accounts.
I/D	This required 1-character alpha field indicates whether the authorization amount will be an increase (I), or a decrease (D) to the available balance. Available balances cannot be decreased below zero.
Increase Avail Bal By Amount	The amount of money moved **into** an ASAP account.
ITM#	This system-generated field contains the item number assigned by ASAP to each transaction upon posting that distinguishes each transaction within a sequence number. Item numbers are assigned to authorization, payment and book entry adjustment transactions.
Mainframe Indicator	If a pseudo ABA appears on a Federal Agency profile, this field indicates whether that pseudo ABA represents a mainframe connection or a PC with Fedline software. Y for Yes means that the pseudo ABA is for a mainframe, N for No means that the pseudo ABA is for a Fedline device.
New Password	This field allows the user to change their password. At the first sign on the user is required to change their password. Thereafter, the user can use this field to change their password whenever they desire.

FIELD TITLE   **DESCRIPTION**

Organization Access   The OAC is a password for organizations assigned by ASAP. It is
Code (OAC)   used in conjunction with the ASAP ID when signing on at the
                                 ASAP Main Menu.

Password   The password is unique to each individual user. It must be entered in
                                 conjunction with an individual=s User ID when signing on to the
                                 system.

Payment Warehouse   May be used by the Federal Agency to allow or prevent payments
Indicator   against the ASAP account from being warehoused for settlement
                                 beyond one business day. An indicator of Y allows payment
                                 warehousing, and an indicator of N prohibits warehousing from
                                 that particular account.

Pseudo ABA   An ABA Number is a 9-digit number that the FRB uses to identify
                                 financial institutions. In order for the Federal Reserve Bank (FRB) to
                                 route reports to ASAP users' Fedline terminals or mainframe
                                 connections, the FRB assigns pseudo ABAs to make the users "look
                                 like" a financial institution to the FRB.

Recipient ID   This required 7-digit numeric field identifies the Recipient Organization.
                                 Recipient IDs are generated by ASAP when the Recipient Organization
                                 profile is created by the RFC.

Region   This optional 2-digit alphanumeric field may be used in conjunction with
                                 the ALC as a designator for the Region of the Federal Agency.

Report Delivery Method   On the Federal Agency profile, there are three fields for Report
                                 Delivery Method. These fields indicate how Payment-related reports,
                                 Authorization-related reports and Account-related reports are to be
                                 delivered to the Agency. Report Delivery Methods are P for Paper, F
                                 for Fax or B for Bulkdata.

Req Settle Date   On the Review Payment Requests List screen, this field indicates the
                                 date of delivery requested for the payment.

Requestor ID   This required 7-digit numeric field identifies the Payment Requestor.
                                 Requestor IDs are generated by ASAP when the Payment Requestor
                                 profile is created by the RFC.

FIELD TITLE	DESCRIPTION
Requestor Reference Number	This optional 15-character alphanumeric field allows the user to identify the payment request. A single Requestor Reference Number may be assigned to summary payment requests; separate Requestor Reference Numbers may be assigned to individual payment requests.
Runtime Password	This is the password associated with CQ software. It is set to a user-selected password when the software is installed. The user is then prompted for this password after entering the #dial command at the C:\ prompt to begin dialing in through CQ.
Select	A number of ASAP screens contain a Select field (sometimes abbreviated SEL or S). On Inquiry screens, the user enters S in the Select field to navigate to view detail on a particular item.
Settlement Date	This required field contains the date when the actual transfer of funds from ASAP to the Requestor's bank occurs. If you are requesting an ACH payment (summary or individual), the settlement date must be either the next business day or a business day up to 32 calendar days from the current cycle date. If you are requesting a Fedwire payment (individual payment only), the settlement date must be equal to the current cycle date. The data entered in this field must be in MM/DD/CCYY format.
STA	A number of ASAP screens contain a Status field. For authorization-related screens, valid statuses are U for Uncertified, A for Approved, R for Rejected, D for Deleted, and W for Warehoused. For payment transaction-related screens, valid statuses are A for Approved, H for Held (awaiting Agency Review), W for Warehoused, R for Rejected, or C for Canceled.
Template Name	This required maximum 10-character alphanumeric field contains the name of the Payment Requestor's template to be added, changed, deleted, or used to make a Template Payment Request.
Threshold	May be used by the Federal Agency to set the amount at or above a certain dollar amount and determines which payments requests will be forwarded for Agency Review.
TIN	A Taxpayer Identification Number (TIN) is a 9-digit number used for tax reporting.

FIELD TITLE	DESCRIPTION
Total Amount Requested	For summary payments, the user must specify the total amount requested (positive draws less negative draws).
Total Estimated Grant Amount	May be used by the Federal Agency to indicate on the Account Profile the estimated total grant award.
Type of Payment	In this required 1-character alpha field, you will enter "I" for individual payment(s), or "S" for a summary payment.
USERID	The USERID is a required field and is unique to the individual user.